

ADDENDUM #1

DATE: May 21, 2015
TO: All Prospective Bidders
FROM: Kristin Allen, Purchasing Agent II
RE: **RFP# KA051315 Laundry Equipment and Parts**

All respondents are hereby advised of the following amendment to the Request for Proposal documents which are hereby made an integral part of the bid documents for the subject contract, prepared by the University of Connecticut, Purchasing Department.

Proposals submitted shall be deemed to include contract document information as shown in Addendum No. 1. Respondents shall be required to acknowledge receipt of this addendum in their proposal response. Failure to acknowledge receipt of this addendum by the respondent may result in the rejection of their proposal response.

BIDDER NOTE: This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the bid number, response date, and return address. This will be accepted as part of your proposal response, PROVIDING IT IS RECEIVED BY THE PURCHASING DEPARTMENT BY THE TIME AND DATE SPECIFIED IN ITEM NUMBER ONE (1) OF THIS DOCUMENT.

Questions and Answers:

- 1) Out of the approximate \$280,000 fiscal year 2015 costs can you provide a breakdown of what portion of the costs were for new machines and what costs were for parts?
- 2) Can you provide a 3 year average for costs towards machines versus parts?

The Answer to both 1 and 2 is combined:

The University is currently tracking well under our \$280,000 target for FY15. At this point, parts are at around 25% of our costs and new machines are about 75%. This is due to a couple of factors. The 75% is not necessarily a result of failed machines but rather we are still going through the areas upgrading from original machines to new SpeedQueens. That being said, this year, we only replaced original machines as they failed as opposed to past practices of doing bulk replacements for areas so we reduced costs significantly.

We would like the opportunity to buy up to 150 washers and 150 dryers per year and approximately \$30,000 worth of parts. The program is young so historical data is not available and depending on the year can skew greatly. This year we are well under this number but it is likely that in the future we may

run into a situation where we need to upgrade an entire area up to 300 total machines. It is difficult to predict.

3. Section 3.6.5 doesn't seem to make sense; is this correct?

Replace "The University will be responsible for the maintenance of the equipment upon expiration of warranty unless University personnel are certified to service the equipment." with "The University will be responsible for the maintenance of the equipment upon expiration of warranty."

4. Section 3.2 states that no alternate brands will be considered. Because the University has a large inventory of SpeedQueen and employees have been certified to repair these machines, the no alternate language will remain in the RFP document.

The bid opening date will remain the same: June 2, 2015 @ 2:00 PM (EDT – Eastern Daylight Savings Time).

Name of Bidder

Date

Address

Signature and Title

Email

Printed Name